

## Risk Management - Operations

### DESCRIPTION OF MAJOR SERVICES

Risk Management, under the direction of the Human Resources Department, administers the county's self-insured workers' compensation, public liability, property conservation, safety and risk reduction programs and its insured programs. All programs are paid from self-insurance funds and financed by charging general fund and non-general fund departments, as well as Board-Governed Special Districts and County Service Areas. Each are billed for their specific coverage for the cost to pay losses under the self-insured programs and the cost of insurance for the insured programs. This budget unit consists of staffing and related operating expenses.

### BUDGET AND WORKLOAD HISTORY

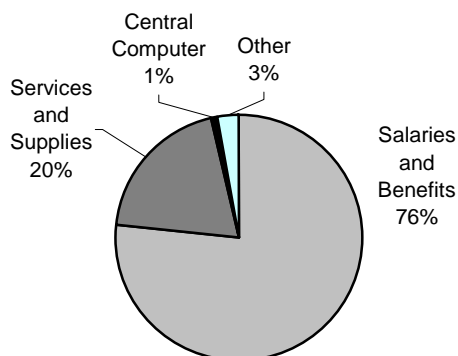
	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Appropriation	4,365,635	4,614,219	4,958,155	5,164,475
Departmental Revenue	4,532,581	4,614,219	4,810,196	5,164,475
Revenue Over/(Under) Expense	166,946	-	(147,959)	-
Budgeted Staffing		65.0		65.3
Fixed Assets	-	-	-	-
Unrestricted Net Assets Available at Year End	127,308		(99,381)	

#### Workload Indicators

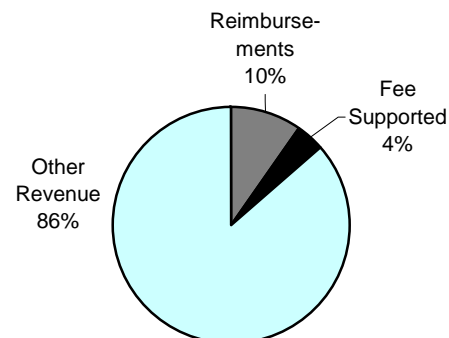
Average Cost of a Closed WC Indemnity Claim	19,500	-	21,270	19,000
Average Cost of a Closed Liability Claim	6,979	-	8,184	6,500
Preventable Vehicle Accident Rate Per Million Miles Driven	8	-	6	7
Percent of WC Claimants Ranking Treatment (Professional and Courteous) as Good or Excellent	89	-	90	91
Percent of WC Claimants Ranking Return of Phone Calls Promptly as Good or Excellent	86	-	87	88
Percent of WC Claimants Ranking Explanation of Benefits as Good or Excellent	86	-	87	88

In 2004-05 Risk Management changed its workload indicators to the list presented here. The intent of the change is to provide information that will better illustrate the overall effectiveness of the county's risk management program.

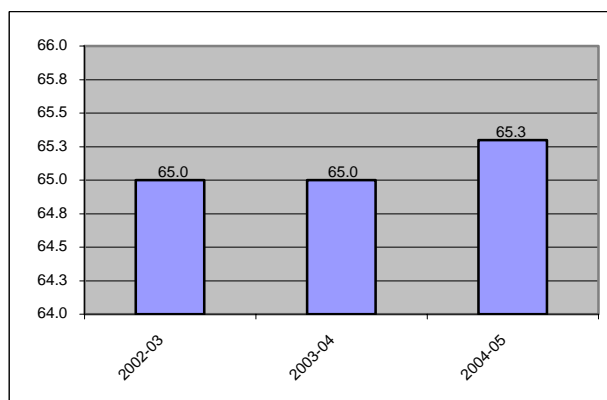
### 2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



### 2004-05 BREAKDOWN BY FINANCING SOURCE



### 2004-05 STAFFING TREND CHART



GROUP: Administrative/Executive  
DEPARTMENT: Human Resources  
FUND: Risk Mgmt - Operations

BUDGET UNIT: IBP RMG  
FUNCTION: General  
ACTIVITY: Insurance programs

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<b>Appropriation</b>					
Salaries and Benefits	3,839,085	4,098,495	4,383,309	-	4,383,309
Services and Supplies	856,019	849,175	1,187,986	(57,311)	1,130,675
Central Computer	36,273	38,345	47,779	-	47,779
Transfers	143,469	143,469	144,589	16,800	161,389
Total Exp Authority	4,874,846	5,129,484	5,763,663	(40,511)	5,723,152
Reimbursements	(515,265)	(515,265)	(558,677)	-	(558,677)
Total Appropriation	4,359,581	4,614,219	5,204,986	(40,511)	5,164,475
Operating Transfers Out	598,574	-	-	-	-
Total Requirements	4,958,155	4,614,219	5,204,986	(40,511)	5,164,475
<b>Departmental Revenue</b>					
Use of Money and Prop	49,183	70,000	70,000	(15,000)	55,000
State, Fed or Gov't Aid	1,925	-	-	-	-
Current Services	439,869	225,000	225,000	-	225,000
Total Revenue	490,977	295,000	295,000	(15,000)	280,000
Operating Transfers In	4,319,219	4,319,219	4,909,986	(25,511)	4,884,475
Total Financing Sources	4,810,196	4,614,219	5,204,986	(40,511)	5,164,475
Revenue Over/(Under) Exp	(147,959)	-	-	-	-
Budgeted Staffing		65.0	65.3	-	65.3

The increase in salaries and benefits includes the addition of 0.3 Contract Risk Manager for the period necessary to hire and transition a new Risk Manager after the March 31, 2004 retirement of the incumbent. Services and supplies are increased \$281,500. This is due primarily to increased COWCAP charges of \$326,611, which is offset by reductions in various categories including training, equipment, and office supplies.

DEPARTMENT: Human Resources  
FUND: Risk Mgmt - Operations  
BUDGET UNIT: IBP RMG

#### SCHEDULE A

#### MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
<b>2003-04 FINAL BUDGET</b>	<b>65.0</b>	<b>4,614,219</b>	<b>4,614,219</b>	<b>-</b>
<b>Cost to Maintain Current Program Services</b>				
Salaries and Benefits Adjustments	-	223,286	223,286	-
Internal Service Fund Adjustments	-	21,634	21,634	-
Prop 172	-	-	-	-
Other Required Adjustments	-	327,731	327,731	-
<b>Subtotal</b>	<b>-</b>	<b>572,651</b>	<b>572,651</b>	<b>-</b>
<b>Board Approved Adjustments During 2003-04</b>				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	0.3	18,116	18,116	-
<b>Subtotal</b>	<b>0.3</b>	<b>18,116</b>	<b>18,116</b>	<b>-</b>
<b>Impacts Due to State Budget Cuts</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL BOARD APPROVED BASE BUDGET</b>	<b>65.3</b>	<b>5,204,986</b>	<b>5,204,986</b>	<b>-</b>
<b>Board Approved Changes to Base Budget</b>	<b>-</b>	<b>(40,511)</b>	<b>(40,511)</b>	<b>-</b>
<b>TOTAL 2004-05 TOTAL BUDGET</b>	<b>65.3</b>	<b>5,164,475</b>	<b>5,164,475</b>	<b>-</b>



DEPARTMENT: Human Resources  
 FUND: Risk Mgmt - Operations  
 BUDGET UNIT: IBP RMG

## SCHEDULE B

## BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes		Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1.	Services and supplies Adjustment to reflect expected decrease in utilization of services and supplies including contract services, training, supplies, and office equipment.	-	(57,311)	-	57,311
2.	Transfers Adjustment for increased cost of administrative support provided by AAA HRD.	-	16,800	-	(16,800)
3.	Revenue adjustments Adjustment for expected decrease in interest revenue and operating transfers-in.	-	-	(40,511)	(40,511)
<b>Total</b>		-	(40,511)	(40,511)	-

